

**CERTIFICATION STATEMENTS AND ASSURANCES FORM  
ATTACHMENT F**

*As a condition of funding for the Workforce and Professional Development grant through the Child Care and Development Fund (CCDF), the Respondent must make the following assurances. These assurances shall remain in effect throughout the funding period.*

We assure that all information included in this proposal is true and correct.

We assure we are in good standing with the Indiana Department of Revenue, Indiana Secretary of State's Office and the Indiana Family and Social Services Administration.

We assure we are not the Central Reimbursement Office for CCDF vouchers.

We assure we are not the Paths to QUALITY program rating organization.

We assure the ability to begin services outlined in this RFF no later than October 1, 2015.

We assure we will report any changes to the information included in this proposal to OECOSL throughout the funding period.

We assure funds provided through this proposal will only be used to implement and support RFF services and not other programs.

We assure that we will maintain total grant compliance including timely reporting, and adherence to strict standards in areas of professional competency and conduct, procedural administration, confidentiality of records, accountability, and client services.

We assure records will be maintained as directed by the Family and Social Services Administration. Access will be afforded to the State as it finds necessary to assure the correctness and to verify reports and proper distribution of the funds associated with this proposal.

We assure that we will maintain fiscal accountability and internal controls and that GAAP is followed.

We assure that we will have an annual independent audit as required by federal guidelines and that the audit will be conducted by an audit firm obtained through appropriate procurement process and approved by the State. We will submit audits annually to both the State clearing house and copy to OECOSL by deadlines, report any management action as a result of audit finding, and ensure on-going compliance with any corrective action put in place.

We assure that we will participate in a minimum of one on-site fiscal monitoring visit conducted by the State annually and other fiscal reviews and audits as deemed necessary.

We assure that we will complete claims accurately and timely, including allowable costs and backup documentation.

We assure we will strictly comply with all federal and state laws regarding confidentiality and information security. We assure that we will maintain data integrity, data security, and maintain backup documentation as requested by State guidelines. We assure that every team member and every business system adhere to the State IT policies including information security and Internet usage.

We assure that any procurement aligns with State policy and procedures.

We assure that we will obtain approval for proposed expenditures as required by the State prior to incurring the cost, including approval for any budget changes needed.

We assure that all equipment usage aligns with the State policies and that all equipment purchased with State funds is documented and tracked as required. All equipment purchased should be completed through State approved vendor.

We assure all suspected fraud will be reported and we will cooperate with investigations.

We assure that we will attend monthly meetings, or as otherwise requested by the State, to discuss Grantee performance, reports, policy changes, or recommendations for improvement.

We assure that we will monitor any subgrantees, including claims review for allowable, properly documented costs for reimbursement; all subcontracts must mirror the language contained within the contract with the State. All subcontracts must be approved by the State prior to full execution.

We assure we will have general liability insurance unless we are an entity of State, county or municipal government.

We assure that, if we are a non-profit organization, we will recruit and maintain an active and effective Board of Directors that has regularly scheduled meetings and minutes, notify OECOSL of any changes to the Board of Directors membership or By-laws within 1 week of the effective date of the changes.

We assure our policies and procedures and customer service guidelines are adequate to assure quality customer service and that we have a customer service plan that includes responding to phone calls and emails within one (1) business day.

We assure that all staff involved in the administration of the Workforce and Professional Development grant will attend all required State-sponsored trainings and meetings.

We assure that we will establish and monitor staff compliance with HR policies regarding travel, benefits, timesheets, Paid Days Off. All policies comply with State HR policies unless otherwise approved by the State.

We assure that we will have detailed job descriptions, minimum qualifications, and salary range for each staff member. Any deviation from the approved staffing levels, job descriptions, qualifications or salary range must be approved by the State prior to hire.

We certify pursuant to 31 U.S.C., Section 1352, no federally appropriate funds have been paid, or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of a member of Congress, in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modifications of any federal contract, grant, loan, or cooperative agreement.

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Authorized Signature

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Name and Title (Typed or Printed)

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Legal Name of Organization

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Date Signed